

fortismere

Minutes of the Governing Body Meeting Monday 6th March 2017 at 6pm Conference Room, South Wing

Governors present: Mark Chapman (*Chair*), Pat Dugdale, Joseph Ejiofor, Peter Fawcett, Helen Glass (*Headteacher*), Alan Johnson, Jan Monsen-Elvik, James Skuse Wendy Sloane, Cara Williams

Staff attending: Jo Davey, Zoe Judge (*Deputy Headteachers*)

Clerk: Sam Murray

Also attending: Jonathan Duff (*Chair of governors Blanche Nevile School*)

1. Welcome and apologies

Apologies were received and accepted from Stephen Dunmore. MC welcomed Jonathan Duff to the meeting who attended as an observer.

2. Declaration of interests

There were no meeting specific declarations of interest from those present. Governors were also reminded to inform the Clerk of any changes to their business or pecuniary interests so that the register can be kept up to date.

3 Membership update

Governors had received a written update on membership. The document set out the current membership and terms of office ending shortly.

Governors received a verbal update on the parent governor election process underway. The deadline for nominations is 10 March 2017.

Governors noted that WS has become the SEN Governor in place of MC and has joined the Curriculum committee and left Physical Resources.

3.1 The document proposed increasing the size of the GB from twelve to thirteen. Governors **agreed** the proposal. A new instrument of government will be requested from Haringey.

The document proposed moving some current governors to different categories of membership in order to retain knowledge and skills. Governors **agreed** the proposals in the document.

4. Competency framework

The Chair had previously circulated copies of the new DfE Competency Framework for Governance to all governors. The documents had included a questionnaire to support self-evaluation. The Chair stressed the importance of self-evaluation and set out his plans for a review and action plan following analysis of the completed questionnaires. Governors were asked to complete the questionnaires within two weeks and return to the Chair or Clerk.

Action: All governors to complete the competency framework questionnaires.

5. Training and development

Governors shared feedback and learning from recent training attended. The Clerk will put training material in to the shared folder so that all governors have access.

Health and safety training – JME had attended a session on health and safety run by Haringey LA. The course had provided an overview of statutory requirements for health and safety and a number of useful template documents.

Dealing with staff appeals and grievances – JS had attended a session run by Haringey governor services/HR. He had found the session informative.

Safer recruitment training – Members of SLT and MC and PD had attended a training session in school as at least one member of every recruitment panel must have completed safer recruitment training.

Special educational needs – WS is attending a training session at the end of March to support her new role as SEN governor.

Governors were reminded that Haringey are holding a Governors' Conference on 25th March 2017. There are still places available for those interested.

6. Minutes of the last meeting

Minutes of the meeting held on 8th November 2016 were agreed as an accurate record and signed by the chair.

7. Matters arising from the last meeting

All matters arising from the last meeting appear as agenda items.

8. Headteacher's report

The report updated governors on progress against the Balanced Scorecard indicators.

Reputation – Progress data will be shared at the curriculum meeting.

The whole school marking review led by Florence Fineberg has progressed well and the impact has been seen in the quality of students' work. Faculties and departments are now working with individual staff to improve practice.

A college review is underway led by Karen Allaway and should be completed by June 2017. Governors asked if a separate LINC review would take place. JD explained that LINC had been covered in the KS4 and KS3 reviews. Links with Haringey in relation to school SEN provision also provide scrutiny of processes and procedures.

Governors asked for feedback on external reviews of school provision. HG explained that Haringey undertake three universal visits per year to look at school provision in different chosen areas and provide written feedback on their findings.

Governors expressed interest in seeing a dedicated LINC review. The curriculum committee will continue to monitor this area.

Attendance – Work continues to try and increase attendance including assemblies and meetings with parents/students. HG acknowledged that the school has many students performing or engaging in special activities out of school that may require time off. Haringey Education Welfare provide support to the school to deal with concerns about attendance. Governors agreed that they would be involved in

parent/student meetings to discuss concerns. Governors suggested that the Parent Forum address attendance at a future meeting.

Exclusion data was shared with governors. Governors **agreed** that future exclusion data be presented as a table to include previous data for comparison. Curriculum committee will explore data in detail at next meeting.

Action: Exclusion data to include previous figures for comparison (HG)

Standards – Staff are making cautious assessments of where students are in relation to the new English and Maths exam grades. Both departments are gathering an extra set of data this term. Uncertainty around the changes is making it difficult for staff to assess current working grades. Support from the exam boards has been lacking. Colleagues at other schools are experiencing the same. Current Year 11 cohort has a higher number of students in vulnerable groups than last year's cohort. Close monitoring and targeted interventions are in place. Sixth form data is in line with expectations and the outlook is pleasing. Sixth form progress meetings have helped staff to gather an accurate picture of where students currently are in terms of their expected grades.

Headteacher shared data on formal complaints (4 since last meeting) and Freedom of Information requests (1 since last meeting) received.

9. Communications update (Jo Westley)

Governors had received a written report from JW setting out progress made in this area. Any comments or questions should be emailed to JW.

9.1 Parent Forum Feedback (WS)

Meetings of the Parent Forum and a Governors' Surgery had taken place. WS had some comments from the meetings that would be incorporated in to a final version of Terms of Ref/Working document. Parent Forum had agreed that the minutes of the meeting should give a summary of what was discussed and any actions agreed. Two chairs will job share the role for a year.

10. Resources committee report

The chair gave a verbal report as per the minutes of the meetings circulated to governors. The committee has continued to closely monitor the financial situation and good progress is being made with the deficit reduction plan as a result of careful financial management. The longer term situation will become clearer when more details of the new National Funding Formula are released.

The staff engagement strategy is being reviewed by ZJ and will include a new staff survey for summer 2017.

10.1 School Financial Value Standard

The committee had reviewed and updated the document and recommend approval by the full GB. A governor noted that question 17 might include a note to highlight that works are carried out in line with the budget available. Subject to this addition. Governors **agreed** the SFVS document.

10.2 Scheme of delegation

The committee had reviewed and updated the document and recommend approval by the full GB. Governors **agreed** the document as presented.

11. Admissions committee report

The chair gave a verbal report on the recent work of the committee. The committee had met to consider medical and social applications for Sept 2017 entry. Haringey had also referred some address of convenience cases for consideration. The committee had also discussed increasing the Published Admission Number (PAN) for the school but based on feedback from staff have agreed to keep the PAN at 243 for a further year. The decision will be reviewed in the autumn term as part of the annual setting of the school's admission arrangements. The admission arrangements agreed in November 2016 are therefore unchanged and these are the arrangements that will apply for Sept 2018 entry. Governors confirmed their previous approval of the admission arrangements.

12. Curriculum committee report

The chair gave a verbal report as per the minutes of the two meetings circulated to governors. The meeting in November 2016 focused on the findings of the key stage 3 review. Development of a key stage 3 indicator is still being worked on. The meeting in February 2017 took a detailed look at progress and outcome data including external benchmarking of the figures. In most situations, Fortismere data compares very favourably with national figures. There are some minor areas that the committee will monitor closely. The Anti-bullying policy was also reviewed by the committee and agreed. The policy was circulated to the full GB for information.

13. Physical Resources committee report

The chair gave a verbal report as per the minutes of the two meetings circulated to governors. The committee continued to monitor the ongoing maintenance programme for the school site. The committee had also agreed to explore alternative insurance providers. Discussions with Haringey continue in relation to the possible site development project.

14. Any other business

School funding cuts campaign – The school has been approached for its position on the funding cuts and current government policy. Governors agreed that a discussion was important in order to come to an official position that could be shared externally. Governors discussed the pros and cons of making a statement including worrying parents and students about the financial position of the school and future provision. Governors want to add the Fortismere voice to the national conversation that is taking place but want to strike the right balance in the tone of any message and don't want to be alarmist. A number of groups are running campaigns that parents could be directed on to. Governors agreed that MC and WS work together on a draft statement for approval by the full GB (by email).

Action: MC and WS to draft a statement setting out GB position on school funding cuts.

Part one meeting closed